



Community Development/GIS Intern

Volunteer Position

Open Until Filled

DEPARTMENT: Community Development - Planning Division

LOCATION: Development Service Center

TERM OF ASSIGNMENT: May – September, 2010

HOURS PER WEEK: 10 hours minimum, flexible schedule

COMPENSATION: Volunteer

ABOUT THE DEPARTMENT

The Planning Division performs a variety of services intended to protect, maintain, and develop an attractive, safe, and healthy environment. Primary functions address property development and land use activities occurring in the City. The Division is also responsible for the orderly development of the City and the administration of various land use regulations, including the zoning code, design review ordinances, sign code, and the cultural resources preservation ordinance.

EXAMPLES OF DUTIES

The candidate will assist Community Development staff with a number of mapping and information service projects. The projects may include the following: development of a new comprehensive address map and database; update and creation of new mapping layers; enhancement of intranet mapping website; migration of layers into an enterprise based geodatabase; and development of new printed map layouts.

The goal of this internship experience is to enhance the existing mapping tools for the Community Development Department and provide practical, hands-on experience with geographic information systems.

QUALIFICATIONS

- BS or MS in Urban Planning, Geography, Engineering, or Computer Science preferred.
- Completed coursework with an introduction to Geographic Information Systems (GIS). Experience using GIS, advanced coursework or computer programming is a plus.
- Ability to work independently.
- Successful completion of a Department of Justice criminal records history check and reference check required prior to hire.

APPLICATION PROCESS

Submit Application, Resume, and Cover Letter to:

City of Morgan Hill
Human Resources Office
17555 Peak Avenue
Morgan Hill, CA 95037

WORKFORCE DIVERSITY

The City of Morgan Hill supports work force diversity. Women, minorities and individuals with disabilities are encouraged to apply.